



**FEDERAL BUREAU OF INVESTIGATION**

**CLYDE A. TOLSON**

**PART 1 OF 10**

**BUFILE: 67-9524**

DESCRIPTION OF FOLLOWING FILE MATERIAL

TOLSON, CLYDE A

67-9524

Part I

67-9524  
contains a combined  
Total of  
1240 pages

XXXXXX  
XXXXXX  
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307 pages

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X NO DUPLICATION FEE X  
X FOR THIS PAGE X  
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SECTION CLOSED

*Section 1*





8-14-31

Mr. B. J. ... in the ... of the ... . All ... to be somewhat ... himself with ...

... entirely too rapidly.

... were able to all of the ...

... that the above criti- ... Mr. B. J. ... his ... his ... , ... of ... is ... if they ... of their ...

Very truly yours,

...

Place Washington, D. C.,

Date August 2, 1932.

Name Clyde A. Tolson

Title Assistant Director

Languages:

Degree of Proficiency:

Vocations:

Attorney

Avocations:

Miscellaneous special qualifications:

None

AUG 6 - 1932

Clyde A. Tolson  
Special Agent in Charge.

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

CT:ACS

June 27, 1932.

Director,  
United States Bureau of Investigation,  
Washington, D. C.

Dear Sir:-

Complying with the instructions contained in  
Section 35 of the Manual of Rules and Regulations, I desire  
to furnish you with the following information:

- A. Single.
- B. Sigma Ku Fraternity  
Phi Delta Phi Legal Fraternity  
First Lieutenant, Military Intelligence  
Department, U. S. Army Reserve Corps.  
Columbia Country Club, Chevy Chase, Md.  
University Club, Washington, D. C.
- C. 524 South 12th Street East, Cedar Rapids, Iowa.
- D. A. B. and LL. E. Degrees, George Washington  
University, Washington, D. C.
- E. H. A. Tolson, Brother, 1332 Farragut Street, N. W.,  
Washington, D. C.
- F. No preference.

Respectfully,

*Clyde A. Tolson*

Clyde A. Tolson.

9564-136-67-9524-151X

SEARCHED	INDEXED
SERIALIZED	FILED

JUL 10 1932 A.M.

U. S. DEPARTMENT OF JUSTICE

7



June 14, 1932.

June 15, 1932.

Memorandum for Mr. Stewart:

The attached recommendation and instructions in explanation for Mr. Tolson is presented upon the fact that he is being assigned additional duties in the Bureau. In addition to the regular duties which he is now performing, Mr. Tolson is now being assigned duties incident to field offices. One of the Inspectors in grade GS-13, at Chicago, is being established in order to coordinate the appropriation and the duties performed by this Inspector will be then over to Mr. Tolson.

Enc.

RECORDED

67-9524-151

10-133

June 12, 1932.

MEMORANDUM FOR MR. LOHMEYER, ATTORNEY GENERAL

It is requested that a letter be prepared transmitting and enclosing the following number of Investigation, as follows, to the Department of Justice, for the Department of Justice, effective June 12, 1932:

TO:

TO:

TO:

Mr. Clyde A. Schenck

Assistant Director,  
C. I. D., U. S. D. J.  
C. I. D.

Assistant Director,  
C. I. D., U. S. D. J.  
C. I. D.

Very truly yours,

Director.

Approved:

Assistant Attorney General.

CC: Mr. Sternberg  
Mr. Schenck  
Mr. Noble  
Special Counsel

67-9524-150

JUN 13 1932

67-9524-149

RECEIVED

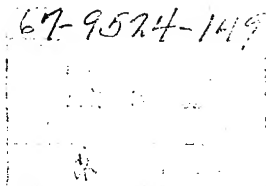
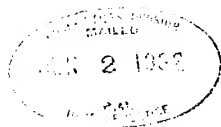
June 2, 1932.

MEMORANDUM FOR MR. TOLSON.

Your attention is invited to the fact that Mr. E. J. Jenkins, after appointment as a Special Agent was recommended to you, has been found to be entirely unqualified for Federal work.

Very truly yours,

Director.



March 20, 1931.

MEMORANDUM FOR MR. TOLSON  
AND MR. E.A. TAMM

This case must be exercised in the preparation of memoranda which are referred for publication. I refer particularly to the recent memorandum which was prepared concerning the international character of the copyright. It is worth noting that memoranda have been submitted with five countries, namely, France, Italy, Germany and Italy. The case is referred to Canada and I will not say I did not certainly send it to Canada as I had anticipated it had been carefully reviewed by the staff of American the office, the Assistant Director in charge of the situation. However, to say, I have been involved in a controversy with a Canadian newspaper correspondent over the fact that Canada was not included in the list. Our intention was to have established our relations with Canada. Upon further inquiry of the Director, I am informed that it was two days after the meeting of the committee, particularly by reason of the fact that the executive committee was unable to find a certain number of the list. If this were true, I am not sure what action you can not take without the notice of making this matter up to the executive committee to see to it that the formal approval of a system that can be possibly be taken. In other words, as I understand it, the committee would have been included, France, Italy, Germany and Italy, namely, to exist in connection with the fact that by reason of a formal approval of the central committee in Canada. He would, therefore, certainly have included Canada in the list of countries with which we have established our relations and I believe we should have formally taken the matter up with the Canadian authorities as to the inclusion of Canada in the list.

Furthermore, I am at a loss to understand why we have not seen some definite efforts in establishing the same relations with Mexico. Certainly, the countries actually bordering the United States should be the first ones with which we would desire to establish such relations and yet neither of them has included in the list which we gave out for publication. I am informed, in connection with the Mexican situation, that by reason of the nature of the international relations with Mexico several years ago no steps have been taken toward establishing the exchange of relations. I am not a student of international affairs but my impression is that the relations with Mexico are far more cordial and far less strained than they were several years ago. I do not know whether anyone in the Bureau even knows whether there is or is not a Central Identification Bureau in Mexico. Someone in the Bureau should certainly at least concern himself to ascertain what the physical facts are in Mexico concerning the central identification system.

traded with persons who may have the endorsement of the government and the whether international exchange cannot be established.

The point I desire to make is that apparently this subject was not given as thorough check or careful checking as should have been given it before it was sent to the printer for publication. It is not to be considered as a matter of course that all of these minute details and some arrangement must be affected in the case of such situations before they are brought to me for final approval.

Very truly yours,

Director.

14

OT:AGS

February 3, 1932.

MEMORANDUM FOR THE DIRECTOR.

Please be advised that my  
address has been changed to Apartment  
431 B, Westchester Apartments, 4300  
Cathedral Avenue, Telephone Cleveland  
0507.

Respectfully,

Clyde A. Tolson.

*C. Tolson*

13

12-11-31

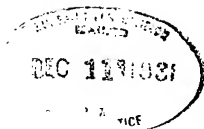
December 11, 1931.

MEMORANDUM FOR MR. TOLSON.

Your attention is called to the fact that Mr. A. C. Cline, whose application as a Special Agent was recommended by you, has been found to be entirely unfit for Bureau work.

Very truly yours,

Director.



67-9524-148

67-9524-148	
SEARCHED	INDEXED
SERIALIZED	FILED
DEC 11 1931	
FBI - NEW YORK	

November 11, 1914.

MR. J. M. FORTY, JR., TOLSON.

I am glad to hear of the fact that  
you have been appointed to the post and  
I am sure you will do well. I am  
glad to hear of the fact that you  
are so interested in the work of the  
Department.

Very truly yours,

Director.

RECORDED

67-9524-147

NOV 12 1914

RECORDED

*[Handwritten signature]*

*[Handwritten mark]*



Place Washington, D. C.

Date November 2, 1931.

Name Clyde A. Tolson

Title Assistant Director.

Languages:

No practical knowledge.

Vocations:

Assistant Director, Bureau of Investigation.

Attorney at Law.

Avocations:

No special qualifications.

Miscellaneous special qualifications:

None.

67-9524-146

SPENCER L. KENNEDY  
Clyde A. Tolson,  
Assistant Director.

FORBENT

October 27, 1931.

MEMORANDUM FOR MR. TOLSON

There is attached hereto a copy of a communication forwarded to each Special Agent in Charge of the Bureau field offices, which is self-explanatory.

It is desired that you submit in duplicate on the attached form the information requested. This information should be submitted at the earliest practicable date.

Very truly yours,

Director.

Encl. #743167

67-9524-145

7-Rec'd

✓

Special Agent in Charge,  
Bureau of Investigation.

Dear Sir:

In order to obtain further information for use in selecting Special Agents to perform special assignments and for similar purposes, the Bureau desires that you obtain and forward it certain data which will afford the information desired and enable the Bureau to determine the current knowledge of the special training, experience and qualifications possessed by its Special Agents.

Information concerning vocations or avocations of Bureau employees has been found extremely valuable. Such information will involve, for instance, knowledge of the theoretical and practical use of radio from a scientific standpoint, for use in investigation of radio stations alleged to be operating in violation of law, knowledge of their practical colloquial use, knowledge of chemistry, physics and electricity, the ability possibly to work as a mechanic in a workshop, and to perform as a professional musician, to be sufficiently proficient in the sports and games as to warrant the assumption of professional ability, comprehensive knowledge of and ability to operate a motorboat or sailing boat, auto, trolley, an airplane or motorcycle, a knowledge of explosives, a comprehensive knowledge of stenography, typing, photography, and similar professions, including sufficient competency in accountancy to afford a working knowledge of book-keeping.

The Bureau desires that it be furnished with information which will enable it to judge the extent of the ability of its Special Agents in vocations or avocations in which they have acquired or of which they possess knowledge. The vocations and avocations which have been listed are simply given in order to illustrate the purpose of the undertaking. It is desired that the information in question be secured from each Special Agent and Special Agent (A) under your supervision and forwarded to the Bureau on the attached forms at the earliest practicable date. A copy of said form, together with the desired information thereon, should be made a part of the personnel file of each Special Agent and Special Agent (A) attached to your office.

Very truly yours,

Director.

0

10-10-68  
10-10-68

Very truly yours,

• 11 • 0102 •

2221. *U. l. l.*

Civil Service found re employees in professional grades, in connection with a fact finding survey.

67-9524-11

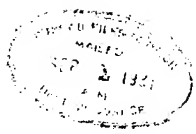
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Dr R



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Y

JTH:RUB

August 6, 1931.

PERSONAL

MEMORANDUM FOR MR. NATHAN.

I have just had my attention called to the Manual of Instructions, which is about ready to be released to the field, the mimeographing of it having been completed, and upon reading Section 20 of this Manual I was astounded at not only the inexcusably poor phraseology, misspellings, but ridiculous expressions which appear therein. Upon examining the original draft of this I find that it was apparently reviewed by you. I have made inquiry of the other members of the Manual Committee, including Mr. Keith, Mr. Egan, Mr. Tolson, and Mr. Cullen, and none of these officials ever saw Section 20 of the Manual until I called it to their attention yesterday. It was my understanding that the Manual Committee, consisting of Messrs. Keith, Egan, Tolson, Cullen, and you were to consider all suggestions submitted for changes in the Manual and that the Committee consisting of Messrs. Nathan and Keith were to phrase these suggestions into the Manual and that following this the other members of the Committee would again read the Manual and approve the phraseology. Apparently this was not done.

In the first place, I was particularly displeased at the manner in which the Manual Conference functioned in the original instance. There were many instances when individual members of the Manual Conference were absent during the course of discussion, some of the members being absent for hours at a time, and when they returned to the Conference they apparently merely affirmed their names to the recommendations that had been considered and disposed of during their absence. Obviously they did not have the benefit of the oral discussions concerning such recommendations. It seemed to be impossible to impress upon the members of the Manual Conference the utmost importance of this piece of work and that their entire time and attention should have been given to it. In my estimation it was far from a perfunctory assignment but, as I have indicated, the individual members of the conference did not take the conference seriously if one can judge from the lack of attention which certain members of the conference gave to the work.

This was sufficiently unfortunate but when I discovered that a Section of the Manual of Instructions has been mimeographed and incorporated therein without anyone adequately reviewing the same, I am fearful that the entire work may have to be completely reviewed. It is obvious, I believe, that Section 20 could not have been carefully reviewed by you for certainly the glaring error in the same would have been discovered. I am also at a complete loss to understand why Section 20 was not submitted to the other members of the Manual Conference. It is possible, of course, that even if it

U. S. Department of Justice  
Bureau of Investigation

Washington, D. C.

August 19, 1932.

OT:AOB

MEMORANDUM FOR THE DIRECTOR.

Reference is made to your notations in connection with the memoranda submitted by Supervisors Coffey and Metcalfe in connection with their attendance at various lectures given at the training course held at the Local Office on August 15 and 16.

Mr. Schilder requested instructions from me concerning the attendance of his Supervisors at the various lectures. I informed him that he should endeavor to have his supervisors attend as many lectures as possible but did not instruct him that they should attend each and every session of the school due to the fact that it would have resulted in a lack of sufficient supervisory personnel in the Identification Division. The failure of Messrs. Coffey and Metcalfe to attend all lectures is chargeable to the writer.

Respectfully,

  
Clyde A. Tolson.

67-9524-154

BUREAU OF INVESTIGATION
AUG 22 1932 P.M.
RECEIVED

57

August 18, 1938.

MEMORANDUM FOR THE DIRECTOR.

Mr. Nathan has requested that I submit a memorandum explaining the reasons why Mr. Nathan and myself did not attend all sessions of the last conference.

Before the conference, Mr. Nathan intended to make inquiry whether one of the persons who had been asked to attend the conference had been at the conference. Mr. Nathan stated that he had attended the conference in person. I informed Mr. Nathan of this fact. He stated that he should have been present at the conference of J. E. H. A. Nelson and myself and all of the other persons. They did so and each attended the entire night session. Mr. Nathan attended the night session.

Respectfully,

L. G. Schilder.

I again desire to repeat my previous instructions that all supervisors in Div. 6. be ordered to attend such sessions of the next conference as they have not previously attended. Should any request from Mr. Schilder be received to avoid this, please consult me before granting this

8-25-32 J. E. H.

67-1562-357

✓

8-1-31

had been submitted it would have been initialed without any careful reading or analysis but at least I could have placed responsibility upon the person who had initialed it.

I yesterday directed that Messrs. Egan, Keith, Tolson, and Cullen immediately revise the Manual of Rules and Regulations and the Manual of Procedure, both for substance and chronology, and that they then affix their signatures to the same before the Manuals are released to the field.

I consider that the manner in which the preparation of these two Manuals was handled by the members of the Manual Committee to be most inefficient and to have manifested a rather lack of interest in the purpose of the Bureau's activities.

I trust that, the next time we have occasion to consider the revision of the Manuals, the officials assigned to this work will attach to it the importance commensurate with its usefulness to the Bureau's operations.

Very truly yours,

Director.

Copy to Mr. Keith  
Mr. Tolson  
Mr. Egan  
Mr. Cullen



August 8, 1931.

MEMORANDUM FOR MR. MURPHY.  
MR. TOLSON.

66-386-138

From time to time some of the officials in the Bureau request a day or part of a day leave but have failed to submit leave applications for the time requested. The same rules applicable to the employees in the Bureau are applicable to all assistants and officials of the Bureau and leave applications must be filed by all persons connected with the Bureau when they are not upon official duties.

You will please see that this is carried out.

Very truly yours,

DIRECTOR.

13



July 25, 1941.

MEMORANDUM FOR MR. TOLSON  
MR. LADD

I have expressed on several occasions the intensive research which the Service is making at the earliest possible date with a view to the heads of the "old" and "new" but the new findings which are being developed are of such nature. I have been informed that the "old" will be ready on August third. But I cannot say that we are definitely sure that the "old" is "old" ill". In the meantime we have been getting too many indications which are not in line with the findings for a certain time and then they come and are not in line with the findings. It is not the time for a "old" and "new" but it is a time to be careful. The "old" has been found. If, however, more additional information is in the "old" and the "new" will be found. I am sure.

I hope that by taking to have these findings completed and out by the time of the 31st July, 1941, even if it becomes necessary to work overtime to complete this. If it is necessary to work overtime to complete this or to work overtime I will then order it.

Finally, I am very much disgusted at the delay-dilating that has been going on in connection with this entire matter. The Service has revised several ago and by reason of numerous delays, some of which have been possibly unnecessary but many of which have been unavoidable, we have not yet received the revised copies of the "old". If this continues to strain along, it is very likely that the revised copies of the "old" will not be out before we are asking for suggestions for changes which will be reflected on October first.

Very truly yours, WEDGWOOD

Director.

67-9524-11

1941

Jul. 15, 1922.

2. ORDER FOR RE. SUBS.

121. One of the last men in the Department, who interviewed this brother, told me that he was very much surprised to find that brother had been informed that the Bureau was going to change any colored policeman. He said that this brother was one of the best of the colored men in the Department and that he was a very good man in every way. He said that he was a very good man in every way and that he was a very good man in every way.

I think it is the opinion it was critical to see you considered a man. But I would like to have a more certain in the future. I may, when calling and giving a description that there is any prejudice that is part of the Bureau as the appointment of persons based upon race, color or religious belief, sex, or in such known, there is no feeling in the Bureau in regard to these matters.

Very truly yours,

Director.

RECEIVED  
JUL 15 1931  
U. S. DEPT. OF JUSTICE



67-9524-141

Jan 7

Jan 6, 1922

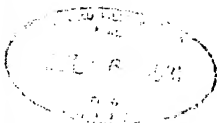
Mr. Clyde A. Benson,  
Bureau of Investigation,  
Department of Justice.

Dear Sir:

This will acknowledge the receipt of your communication regarding your desire to be enrolled in the bookkeeping and elementary accounting course in accordance with Bureau Bulletin No. 7. Your name has been placed on the list and you will be furnished with this course.

Very truly yours,

Director.



U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

July 1, 1931.

Director,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

Dear Sir:-

Referring to Bulletin No. 7, I am desirous  
of having the Bureau's course in bookkeeping and elementary  
accounting forwarded to me.

Respectfully,

*Clyde A. Tolson*  
Clyde A. Tolson.

RECORDED

JUL 7 - 1931

-9524-

67-9524-141

JUL 7 1931 P. M.	
U. S. DEPARTMENT OF JUSTICE	
BUREAU OF INVESTIGATION	
JUL 7 1931	
JUL 7 1931	
JUL 7 1931	

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

CT:ACS


July 1, 1931.

MEMORANDUM FOR THE DIRECTOR.

In accordance with the provisions of Section 33 of the Manual of Rules and Regulations, I desire to furnish you with the following information:

- || A. Single.
- B. Masonic Order  
Sigma Nu Social Fraternity.  
Phi Delta Phi Legal Fraternity  
University Club, Washington, D. C.  
Military Intelligence Division, Officers'  
Reserve Corps, U. S. Army.
- C. Cedar Rapids, Iowa.
- D. A. D. Degree )  
LL. B. Degree ) George Washington University.
- E. H. A. Tolson  
1332 Farragut Street, N. W.,  
Washington, D. C.  
Telephone - Adams 10057 (Brother).
- F. None.

Respectfully,

  
Clyde A. Tolson.

RECORDED

JUL 6 1931

67-9524-140

JUL 3 1931 A. M.	
RECEIVED	
Div. Seven	FILE



JOHN EDGAR HOOVER  
DIRECTOR

Mr. J. Edgar Hoover,  
Director, Federal Bureau of Investigation,  
Washington, D. C.

CT:ACS

Dear Mr. Hoover:

I have enclosed for the writer  
does not desire to be  
year 1931.

Sincerely,

W. A. Wilson.

6-2396-25/

JUN 28 1931 A. M.	
RECEIVED - DISTRICT	
SEARCHED	INDEXED
SERIALIZED	FILED

24

CT:ADS

May 22, 1931.

MEMORANDUM FOR INSPECTOR CLEGG

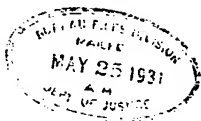
CLEGG  
LINS  
CLEGG  
H. TOLSON ✓

Should any employee in the field receive  
make inquiry of you concerning the matter of insurance  
in connection, you should advise that in accordance  
orders of the Attorney General in connection of the  
of the incident, no increase in salary should be  
are to be made until further orders.

This instruction, of course, should not be  
voluntarily insured to employees of the Government  
be afforded them in the event inquiry is made concerning  
the possibility of receiving increased compensation.

Very truly yours,

Director.



RE:133

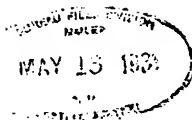
May 16, 1921.

MEMORANDUM FOR MR. TOLSON  
RECHMAN  
KUNDEL  
ABEL  
FOAN  
BETH  
GULIN

I am attaching hereto, for your information and such recommendations as you may deem proper, the report submitted by Inspector Glegg covering his recent inspection of the Boston office.

Very truly yours,  
For the Director,

Assistant Director.



MEMO

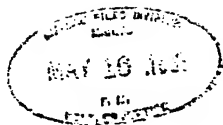
May 16, 1944

MEMORANDUM FOR MR. TOLSON  
MR. E.A. TAMM  
MR. Clegg  
MR. Glavin  
MR. Ladd  
MR. Nichols  
MR. Rosen  
MR. Tracy  
MR. Carson  
MR. Egan  
MR. Gurnea  
MR. Hendon  
MR. Pennington  
MR. Quinn  
MR. Nease  
MR. Gandy

I am enclosing herewith, for your information, a copy of the report submitted by Inspector William J. Connelley, dated May 10, 1944, in connection with the investigation of the activities of the American People's Party.

Very truly yours,  
J. Edgar Hoover

Special Agent in Charge

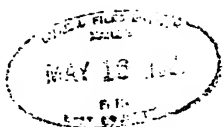


6-2-1944

1. The first step is to identify the problem or question that needs to be answered. This involves understanding the context and the specific requirements of the task.

1. *Pharmaceutical industry*—The pharmaceutical industry is the largest and most profitable of the health care industries. It is responsible for the development, production, and distribution of pharmaceuticals. The industry is characterized by high research and development costs, long time to market, and high prices. The industry is also characterized by a high degree of competition and a high degree of innovation.

• 2nd Director.



2

JEH:MO'D

May 12, 1931.

MEMORANDUM FOR MR. TOLSON  
MR. SCHLISER  
MR. PURVIS

Reference is made to the investigation of Frank T. Florman which was initiated on May 6, 1931, there are several comments which I am desirous of making concerning the handling of this matter. It was not handled in the manner indicated.

In the first place, I consider that a very serious mistake was made in the placing of a blank sheet of paper in the envelope which was delivered by Mr. Lockout to Florman, the action was supposed to contain the prints of Arthur J. Klein. It is probable other than those of Arthur J. Klein could have been placed in the envelope. By placing a blank sheet of paper in the envelope, the person who was supposed to have some degree of intelligence, would have known immediately upon opening the envelope that there was something peculiar about the situation and would have immediately left town.

In the second place, I gave specific instructions that Florman be kept under surveillance until a warrant was obtained and the arrest made. These instructions were violated and Florman was permitted, after having received the envelope, and having received a balance of the money to Lockout to depart without any surveillance being effected.

In the third place, the Agent assigned to the case from the Washington Field Office did not keep in contact with the field office and consequently could not be located during the evening of Wednesday May 6th, when I learned of the improper handling of this investigation and was desirous of contacting with the Agent. I believe that the Agent in Charge of the Washington Field Office should insist upon all his Agents keeping in touch with the local office and keeping the local office advised of their whereabouts so they can be promptly contacted when necessary.

Very truly yours,

Director.

RECORDED

67-9524-139	
BUREAU OF INVESTIGATION Federal Bureau of Investigation	
MAY 14 1931 A.M.	
NEW YORK	
WC FBI	

11  
3  
MAY 12 1931  
FBI  
NEW YORK

JOHN EDGAR HOOVER  
DIRECTOR

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

CT:ACS

May 6, 1931.

MEMORANDUM FOR THE DIRECTOR.

I beg to refer to your memorandum of May 5, 1931, in which you make inquiry as to why your recent instructions concerning the use of envelopes were not complied with in the preparation of the attached letters to the Chairman, Boards of Parole.

I have been informed by Miss White, Supervisor of the Stenographic Pool, that the letters attaching hereto were prepared and left the Pool prior to the receipt of the instructions contained in the inter-office memorandum dated May 4, 1931, relative to the use of envelopes. I naturally at the time of the preparation of this memorandum thought any communications which had been prepared contrary to these instructions would be caught and the envelopes removed by the Mailing Clerk prior to transmission to the Department.

Respectfully,

C. T. Tolson.  
Clyde A. Tolson.

Enclosure.

Noted  
67-9524-138  
RECORDED

MAY 8 - 1931

4. 1931.

I, William Collins, do hereby certify that the foregoing is a true and correct copy of the original as the same appears in the records of the Department of the Interior, Bureau of Land Management, at Washington, D. C.

The attached contains the report by  
Sgt. J. J. [redacted] dated 1/1/54.

Mr. [redacted],

## Discussion

irel.

67-9524-137



JEM:RKG

May 5, 1931.

<sup>0</sup>  
MEMORANDUM FOR MR. TOLSON.

Will you please refer to my memorandum of yesterday concerning the use of enclosures and advise me why the instructions contained therein were not followed in the preparation of the attached letters to the Chairman, Board of Trade.

Very truly yours,

Director.

Enclosures.

67-9524-136

RECORDED

J. J. G.

May 6, 1931.

MEMORANDUM FOR MR. TOLSON.

I gave specific orders several days ago concerning the addressing of envelopes in the Bureau and yesterday afternoon I received for signature many documents addressed to various Departmental officials, notably, Mr. Graner, for which were addressed individual envelopes. I would like to have you take immediate action on my instructions that no envelopes are to be prepared for any memoranda or communications addressed to any Departmental official and that such memoranda shall be held by the Mail Clerk until the end of the day at which time he shall sort the same and forward them to the interested Bureau official, with the exception to him at his desk. I assume that there will be envelopes addressed for all Departmental officials in sufficient number so that the Mail Clerk may have them available at all times.

In regard to the memoranda and communications addressed to Bureau officials at the Seat of Government, it is my desire that no envelopes be prepared therefor and that the same rule be applicable to all parts in the preceding paragraph, with the exception that in matters of agency or those of a strictly confidential character individual envelopes may be immediately prepared and that such communications will be at once transmitted to the Bureau official at the Seat of Government.

In regard to communications sent to field offices of the Bureau, I would like to have a study made for a period of a week to ascertain how many communications are sent to each Bureau office during the course of that week so that I may determine as to the desirability of having all such communications sent in one envelope each day.

Very truly yours,

Director.

67-9524-135

RECORDED

April 12, 1931.

FRANK L. BROWN, JR., TORONTO /  
PETERB. /  
LONDON /  
AP. 25 /  
1931 /  
RECEIVED /  
COUNCIL

I am attaching hereto, for your consideration  
and reference, three copies of the document, the  
title of which is "The Case of the British  
Embassy at the United States."

Very truly yours,

Director.

April 20, 1931.

MEMORANDUM FOR MR. TOLSON ~~OK~~  
FROM :  
TO :  
SUBJECT :  
RE :  
DATE :  
BY :  
FOR :  
BY :  
DATE :

I am attaching hereto, for your consideration and such action as you may deem necessary, the report and exhibit by Inspector Clegg covering his recent inspection of the Johns Manilla Office.

Very truly yours,

Director.



INADDS

April 17, 1951.

MEMORANDUM FOR INSPECTOR GENERAL  
JUL 23  
CHAS  
W. T. BROWN X0  
JUL 23

Confirming verbal conference, it is desired that the methods listed below be followed in the inspection of field officers:

It is desired that in offering tests to Special Agents on Bureau tests, the Inspectors engage in no preliminary argumentation with the Agents. The examination should be followed as in generally accepted classroom procedure; that is, the individual questions should be asked, if the Agent does not understand the question, it shall, of course, be explained to him; the Agent shall then be given a reasonable amount of time in which to answer the entire question and shall be aided then by the Inspector on the completeness and correctness of the answer.

Authorization is also granted to Inspectors to deduct from final ratings in Bureau tests the points from each Bureau rating when the Agent indicates, by the nature of his replies, that he is guessing; that he only vaguely knows the correct answer, or when he requires an unreasonable length of time in which to give the individual answers. It is understood that if the foregoing provision is followed closely, only in rare instances will it actually be necessary to deduct the ten points specified in the foregoing.

Authorization is further granted to deduct an additional five points on each Bureau when the answer to a specific question is such as to demonstrate beyond a doubt, in view of the nature of the kind of knowledge implied thereby, that the Agent is usually lacking in the knowledge necessary to conduct the routine investigative work of the Bureau and of the procedure necessary therein.

66-13-755-

64722

[illegible]

It is desired that every effort be made by inspectors to secure information relative to the ability to visit, or elude, and especially of agents. It is believed that considerable value in the performance of the necessary work of the Bureau and collection of strength lies which is caused by inefficient direction.

It is desired that all Inspectors, prior to leaving Washington, make a detailed review of all personnel files of Agents in charge in order to ascertain the nature of all communications relative to cases, either minor or major, according to the offices to be inspected. They shall also review all other matters contained in office memorandums, files or otherwise which will throw light upon correspondence between the Bureau and the Agents in order to clarify the interests existing between said date and the date of the previous inspection.

Inspector Smith  
Chief  
Office  
Mr. Tolson  
Sgt.

4/17/32.

It might be well for all Inspectors to communicate with all heads of divisions prior to leaving on an inspection trip for the purpose of ascertaining any matters which said heads of divisions believe should be looked into by the Inspectors.

The procedure now being followed of receiving from individual agents and chief of division of cases to examine, and report upon individual cases, has proved up the Bureau. The general rule is to be to advise the Inspector to examine the case, and the message received by the agent of his case, his general remarks, and a decision on whether to forward the case to the Bureau or to the field. In the future, it is suggested that the Inspector be given the right to decide on all matters and forward the case to the field or to the Bureau.

It is desired that in this be also made with a view to maintaining that it be used as a source of information list. The desirability of this is, for a list of this kind has been discussed with you.

It is desired that Inspectors make inquiries into the nature and efficiency of various systems maintained in Bureau offices.

It is also desired that in giving tests to field office stenographers, a preliminary or trial test of the stenographer's words to show given them; that this be dictated at the same rate of speed and that it be considered in the nature of a preliminary test, as it were, to enable the stenographers under examination to acquire the proper stenographic style and to accustom themselves to the inflections and intonation of the Inspector's voice.

Very truly yours,

Director.

April 14, 1931.

MEMORANDUM FOR MR. TOLSON:

100-100

100-1

100-1

100-1

100-1

100-1

In the above memo, for your consideration  
and action, I am submitting to you the necessary  
data for the removal of Mr. [redacted] from his  
present position of the Charlotte office.

Very truly yours,

Director.



10-12-11

April 15, 1911.

My dear Mr. [unclear]

[unclear]

[unclear]

[unclear]

[unclear]

[unclear]

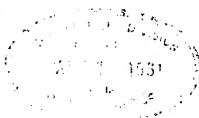
[unclear]

[unclear]

I am sorry to hear that you are  
suffering from rheumatism. I hope you  
will soon be able to get out of bed  
and walk. I am sure you will be  
able to do so in a few days. I am  
very sorry to hear of your illness.

Very truly yours,

[unclear]



RECEIVED

67-9544-134

April 9, 1961

Mr. John A. Roberts,  
Bureau of Internal Revenue.

Dear Mr. Roberts:

I do hereby acknowledge receipt of your letter dated March 29th containing a suggestion which I submit for consideration with a view to making changes in Bureau rules and policies.

I desire to express to you my appreciation for the courtesy and interest displayed by you in this matter and to state that your suggestion will receive careful study.

Very truly yours,

Director.

APR 9 1961

122-104

P

St. Louis, Mo., U. S. A.,  
March 22, 1934

Director,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

Dear Sir:-

It is suggested that Section 1 of the Act of March 2 and March 3, 1933, be amended to provide for the appointment and removal of Section 1 officers by the Attorney General at St. Louis field offices, on such basis as may be determined for your best administration.

Very truly,  
W. J. C.

A. W. C.

*act - 4/6/34*

167-9524-134

APR 2 1934

*[Handwritten signature and initials]*

JHE:MO'B

April 8, 1931.

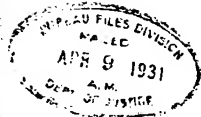
MEMORANDUM FOR MR. TOLSON.

Will you please take  
steps to select five additional  
typists for appointment to the  
Bureau and three additional  
student fingerprint clerks.

Very truly yours,

Director.

67-0-1151



JEM:MO'B

Dec 130, 1931.

MEMORANDUM FOR MR. TOLSON

MR. TOLSON  
MR. CULLEN  
MR. ELLIS

I am attaching hereto a copy of a letter written by Inspector Tullis covering an inspection of the Detroit office in March, 1931. I personally went to Detroit, after I had received this letter, and was there three days after Mr. Tullis had left Detroit. I found conditions almost identical to Mr. Cullen had reported. There had been a rather feeble effort by a agent in charge to correct a few of the conditions. I had been informed by a member, in the first that in my examination of the Detroit office, and the examination of the employees therein, I found that many of the conditions referred to by Mr. Cullen had existed for over a period of several years.

I note that the Detroit office has been inspected four times since March 1930; namely by Inspector Tullis in March 1930; Inspector Tullis in July 1930; Inspector Tullis in October 1930; and Inspector Cullen in January 1931. However, on none of these inspections did the inspectors find the conditions as referred to by Inspector Tullis in March 1931. As a result of these conditions, if not most of them, the Bureau conditions were improved of several years. There is but one conclusion that I can draw from this is that the Inspectors have not been as thorough in the examination of the office as they should have been.

I have emphasized over and over again, in person and verbally, to the Inspectors that I want a real inspection to be made of some of the field offices. Within the last week or two I have had occasion to visit six field offices and in two of these field offices I made a detailed examination; in the others a general examination was made. I have been surprised, however, with the fact that but little or no attention has been given by the Inspectors to the physical appearance of an office and the condition of its files; its inventories; its files, and the contents of the desks in the office. I am not dissatisfied of Bureau officials' inventories with the personal effects of employees in their desks, but I do think that when desks come in official papers bearing dates as far back as a year ago, which papers have never been in the files of the Bureau and have not been charged to the employee, and when the desks are filled with surplus supplies, and useless articles of Government property, it is a matter that should receive attention. When the office is improperly administered along this line, it is safe to assume that it is a office is improperly administered along the investigative line.

17-570-177

Mem. to Mr. Nathan

2

2-20-21

I am frank to state that I think the Inspectors have become entirely too perfunctory in the examination of the officers and there must be a marked tightening up by the Inspectors of their work in the individual field officers.

Very truly yours,

Encl.

Director.

Washington  
March 24, 1931

Dear Mr. Tolson:

Please permit me to send admittedly belated acknowledgment in writing of my appreciation of your very kindly and most helpful attitude the morning I was privileged to talk with you.

Indeed, the atmosphere of your office was so much in contrast to those of which I often hear (and of some of which I have personal knowledge) that I continue greatly impressed with my recollection of your affability.

Respectfully yours,

Hon. Clyde A. Tolson,  
Department of Justice,  
Washington, D. C.

67-9524733

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

March 7, 1931.

CT:ACS

MEMORANDUM FOR THE DIRECTOR.

Reference is made to your inquiry as to the reason why I failed to detect the error appearing in the address of the communication prepared in Division Six on March 6, 1931, addressed to Mrs. Amy Mine of West Palm Beach, Florida.

The communication in question was read by me and the error was undetected. I have not made it a practice to carefully check the addresses in all communications forwarded through my office for your signature. I have attempted, however, to read all correspondence except form letters sent to you for signature from Divisions Six and Seven. I have delegated to Miss Sheaffer the duty of checking form letters prepared in these Divisions.

Steps have been taken to re-write the letter to Mrs. Mine, correcting the error in question.

I very much regret that the same was not detected by me prior to transmitting the communication to your office.

Respectfully,

*Clyde A. Tolson*  
Clyde A. Tolson.



MAR 9 1931

67-9524-132

MAR 10 1931



U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

March 4, 1931.

N-1111  
T  
Keith

Director,  
Bureau of Investigation,  
Department of Justice,  
Washington, D. C.

Dear Sir:

I acknowledge receipt of your letter dated  
March 3, 1931, relative to the submission of suggestions  
for the improvement of the administrative and investiga-  
tive system of the Bureau.

I am sorry that I cannot submit such suggestions  
as will be of practical value to time. At this date,  
I have no suggestions to offer concerning possible changes  
in the present administrative or investigative system.

Very truly yours,

*Clayton A. Tolson*  
Clayton A. Tolson.



MAR 10 1931

67-9524-131

MAR 28 1931

V  
K

1. *Journal of the American Medical Association*, 1997; 277: 1033-1036.

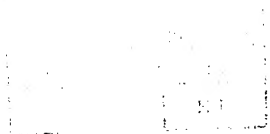
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10-25-68  
10-26-68  
10-27-68  
10-28-68  
10-29-68  
10-30-68  
10-31-68

1. *Journal of the American Medical Association*, 1997; 277: 1033-1038.

• *Journal of the American Academy of Child and Adolescent Psychiatry*, 1999, 38, 10, 1273-1280.

7-59

1/15 - 14-0-5



1000 200 100 50 25 10 5 2 1

157-9524-130

[illegible]

The chrome presented by Mr. Schiller, which is similar to a perfect chrome condition, because of the fact that it is completely all chrome. Attention to getting the work out and the work in the shop's working limit, in my estimation, is entirely unattainable. It is just as easy to handle work with chrome moving out in a chrome condition as it is to handle it in the chrome condition entirely in the chrome condition. In my estimation it is more likely to be chrome moving out in the chrome condition in the chrome condition that has been the chrome condition in the chrome condition and will,

1. The following instructions which I have given to the various departments of the office are hereby published for the information of all concerned.

2. The following instructions which I have given to the various departments of the office are hereby published for the information of all concerned.

3. The following instructions which I have given to the various departments of the office are hereby published for the information of all concerned.

4. The following instructions which I have given to the various departments of the office are hereby published for the information of all concerned.

5. The following instructions which I have given to the various departments of the office are hereby published for the information of all concerned.

6. The following instructions which I have given to the various departments of the office are hereby published for the information of all concerned.

7. The following instructions which I have given to the various departments of the office are hereby published for the information of all concerned.

8. The following instructions which I have given to the various departments of the office are hereby published for the information of all concerned.

9. The following instructions which I have given to the various departments of the office are hereby published for the information of all concerned.



On the 1st of the individual sections a dozen or more newspapers scattered about the building, and about the side porch, and on the roof, and some on the ground. The newspapers were blowing to and fro. The wind was left on the roof, and on the side porch and ground. In the third floor section, the newspapers were scattered about.

[illegible][illegible]

There were no other clear divisions which I could quickly refer to the cause of the situation, and which could not have certainly have been obvious to the general population. The obvious order of the divisions, and to the Department, was not intended to suggest any division. I see absolutely no errors that the divisions in question have been charged with the responsibility of the cause of the situation, but the connection of the barrier which I observed last night, the situation and the cause, parent situation or a division is to see that its work is not done in any way, and as I have already stated, no division can be held responsible and properly when its administrative routine is as inefficient as this one is.

1. In this statement, therefore, be taken to correct this inexorable conclusion. It should not be necessary for me to have to make a personal examination of all the letters in the manner in which I had to do the examination of Division No. 100. The Assistant Director in charge of the Division, the Inspector in charge of the Division, and the Chief of the Division should certainly have been in the state of mind which we cannot express too strongly as "I should not have been so careless in my duties" and they should have been in the state of mind which we cannot express too strongly as "I should not have been so careless in my duties".

1. 1000. 2

6.

1000. 1

1000. 1000.

Very truly yours,

Director.

Only

1000. 1000.  
1000. 1000.

JUN 3 1931

67-9584-129

March 5, 1931.

JUN 3 1931

MEMORANDUM FOR MR. CULLEN  
CIEG  
BEN  
KIM  
TOLSON

I am desirous of bringing to the attention of the officials of the Bureau who at various times have inspection work a condition which I consider to be most deplorable and which I trust will not again be necessary to bring to your attention. I am having understanding that, when an Inspector inspected a Division or field office every element in the operation of such Division or office is thoroughly gone into and which would cover the physical appearance of the office or station in the office of suitable furniture, and the contents of the desk, tables, and cabinets in the Division or office. I note particularly that some of the Inspectors in their reports have referred to the inspection of the files of employees and I had assumed that all Inspectors were giving this matter proper attention.

Recently, I had occasion to visit Division Six, which had just had an inspection by two officials of the Bureau. Upon visiting this Division I was surprised to note the deplorable appearance of the same and the absolute lack of any proper administrative supervision of the routine operations of the Division. All desks which I examined contained excessive quantities of supplies, food, fruit, candy, shoes, stockings, and other miscellaneous articles. Stairs underneath radiators and in corners of the room were shoes, buttons and coats. All in all the condition of the Division was a disgrace to the Bureau. The issuance of supplies had received absolutely no supervision and the postage in this item alone, I think, must have run into the hundreds, if not thousands, of dollars. However, as I have stated, this Division had been but several weeks before inspected by two officials of the Bureau and they, apparently, had ignored these important features in their inspection work.

I am bringing this to your attention in order that there can be steps taken immediately by all persons performing inspection work to give proper attention to their responsibility along this line. The inspection of an office or a division is not to be performed in a perfunctory manner nor do I think that it should be necessary for me, or any other official of this Bureau, to have to inspect the work of an Inspector. I have had complete confidence in all of the Inspectors and in the fact that I have felt they were fully appreciative of the responsibilities resting upon them. I do not want to be forced to doubt in any way my confidence in them.

I hope it will not be necessary for me again to have to call attention of the officials of the Bureau performing inspecting work in any such delinquencies as it has been necessary for me to call attention to in this memorandum.

Very truly yours,

Director.



I, Clyde A. Jackson do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office of

Assistant Director (H.C.D.)

on which I am about to enter: So help me God.

(Sign here) Clyde A. Jackson

Subscribed and sworn to before me this ) Where born (State only) me  
..... 26th day ) Date of birth May 26, 1900  
of January A. D. 1931 ) Whence appointed:

State Ill. County Peoria

Congressional District .....

Raymond C. Remington  
Notary Public

X-----X  
: :  
: SEAL :  
: :  
X-----X

Date of entry upon duty Jan'y 26, 1931

Residence 1200 16th Street N.W.

CS-10

January 9, 1931.

Mr. C. C. C. C.,  
U. S. District Court,  
District of Columbia.

Sir:

I have hereby transferred from inventor to Assistant  
Attorney General, the right of the United States of America,  
through its Attorney General, to the patent and right to  
invention of the United States of America in the name of the  
United States of America.

I shall execute the required oath of office.

Respectfully,

For the Attorney General.

(Signed) Charles P. Simon  
Assistant Attorney General.

62-9524-128	
RECEIVED	
JAN 10 1931	
U. S. DEPT. OF JUSTICE	
	FILE

Approved for  
release by  
the  
Department of Justice

DEPARTMENT OF JUSTICE  
WASHINGTON, D. C. 20535

June 22, 1964

Mr. J. Edgar Hoover  
Director, Federal Bureau of Investigation  
Department of Justice

Sir:

On June 17, 1964, I was informed by the Bureau of Investigation that the Bureau of Investigation is currently conducting an investigation into the activities of the Communist Party, U.S.A., and its affiliates. It is requested that you advise the Bureau of Investigation of any information you may have regarding this matter.

Very truly yours,

Sincerely,

Mr. J. Edgar Hoover

*[Handwritten signature]*  
Special Agent in Charge

January 22, 1931.

A. Sheaffer

MEMORANDUM FOR MR. TOLSON.

I regret the necessity of bringing to your attention this particular situation. It concerns the inaccessibility of mail to persons from my office bearing papers and messages which I have specifically instructed to be directly conveyed to you. My attention was called to the matter very recently but I have disregarded it until recently there have been several occasions when I have directed that certain information be at once given to you, or obtained from you, and upon making inquiry of the assistants in my office, I have been informed that they have been unable to see you.

Today I had occasion to direct that a message be at once conveyed to you about a matter on which a Senator had called, and on which I wanted to advise you. Miss O'Brien, of my office, went to convey the message to you and, upon learning that Mr. Nathan was with you, left word with your secretary to be called as soon as Mr. Nathan terminated his conference with you. Miss O'Brien was not called, even after Mr. Nathan left your office and was out of your office for a considerable length of time, until she took the matter up with you again.

I must insist that some steps be taken by you to arrange for prompt and ready access by employees from my office to you upon matters which are pressing.

Very truly yours,

Director.

67-9524-121

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

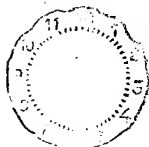
January 17, 1931.

MEMORANDUM FOR THE DIRECTOR.

A letter addressed to Mr. A. I. Evans, 121  
Furber Street, Saint Louis, Missouri, on January 9,  
has been returned to the Bureau. It appears that this  
applicant resided in Saint Joseph, Missouri, and that  
the letter was improperly addressed by Miss Sherffer  
and the error was not detected by me in reading the  
correspondence. I regret the occurrence of this error.

Respectfully,

C. E. Tolsen  
Clyde A. Tolsen.



JAN 13

67-9524-126

JAN 18 1931

Noted

January 9, 1931.

MEMO

MEMORANDUM FOR MR. CLEVELAND, ASSISTANT CHIEF

It is proposed that the necessary papers showing the title of Mr. C. C. Johnson's position in the Bureau of Investigation, Department of Justice, from Inspector to Assistant Director in the field service. Mr. Johnson's salary and status are to remain unchanged.

Very truly yours,

Director.

67-9524-125

SEARCHED	INDEXED
SERIALIZED	FILED
JAN 10 1931	
FBI	

Department of Justice

Bureau of Investigation

Washington, D. C.

December 3, 1930.

MEMORANDUM FOR THE DIRECTOR.

In reviewing the printed Annual Report, an error has been noted at the top of page 83 wherein it is stated that during the year 1412 Federal fugitives from justice were located by Bureau employees. This number is incorrect and should have been shown as 1413 in accordance with the tabulation of fugitives located which appears on the same page. The error in this instance was made by the writer.

The first draft of the Annual Report showed 1412 fugitives as having been located and a check of the figures in Division Seven by an accountant disclosed that this figure was in error. In re-preparing the material, the figure was corrected in the tabulation but not in the copy. I exceedingly regret the occurrence of this error.

Respectfully,

Clyde A. Tolson.



DEC 3 1930

67-9524-134	
DEC 4	1930

CT:MP

October 25, 1930

MEMORANDUM FOR THE DIRECTOR.

In view of the change in the designation of Special Accountants, I desire to recommend that hereafter employees who perform accounting work be referred to in Bureau applications and Bureau correspondence of all kinds as "Special Agent (Accountant)".

Respectfully,

Clyde A. Tolson.

A

67-9524-12

NOV 5 1930

RECORDED

INDEXED

112



OT:ACS

October 15, 1930.

MEMORANDUM FOR THE DIRECTOR.

I desire to recommend that certain changes be made in the Manual of Rules and Regulations in order to obviate difficulties which have arisen in connection with handling personnel matters.

It is suggested that the following section be added to the manual:- "Notations for Personal Services:-When an employee must be absent from the Bureau to give attending personal services for permanent or temporary employment, his or her attending personal services should contain a reference to the Bureau communication authorizing same and the number given by the Fiscal Control Section."

Add to Section 14, Paragraph 2:- "In other than the date said employee actually entered on duty in the field office."

Add to Section 14:- "When the services of a temporary employee are terminated, the Bureau shall be promptly advised of the actual date of the termination of such services."

Add to Section 14, Paragraph 2:- "Bureau application blanks shall be checked by all appointees."

Add following section:- "Resignations. Agents in Charge of field offices shall notify the Bureau promptly of the date of the actual termination of official duty of employees who resign or are otherwise separated from the service."

It may be that the suggested phraseology should be amended in certain respects but I am of the opinion that the committee handling suggestions should give consideration to the foregoing in connection with possible changes in the Manual of Rules and Regulations.

Respectfully,

Clyde A. Tolson.

67-9524-122



October 13, 1930.

MEMORANDUM FOR THE DIRECTOR.

I desire to recommend that certain changes be made in the Manual of Rules and Regulations in order to obviate difficulties which have arisen in Division Seven in handling personnel matters.

*Advisory  
in Section  
64* (1) It is suggested that the following section be added to the Manual:- "When an employee is transferred from one office to another, the Bureau shall be promptly advised of the actual date of the transfer by the Bureau communication authorizing same and the number given by the Bureau control section."

(2) Add to Section C1, Paragraph 2:- "together with the date said employee actually entered on duty in the field office."

(3) Add to Section C1:- "When the services of a temporary employee are terminated, the Bureau shall be promptly advised of the actual date of the termination of such services."

(4) Add to Section C1, Paragraph 2:- "Bureau application blanks shall be enclosed by all applications."

(5) Add following section:- "Resignations. Agents in Charge of field offices shall notify the Bureau promptly of the date of the actual termination of official duty of employees who resign or are otherwise separated from the service."

It may be that the suggested phraseology should be amended in certain respects but I am of the opinion that the committee handling suggestions should give consideration to the foregoing in connection with possible changes in the Manual of Rules and Regulations.

Respectfully,

Clyde A. Tolson.

Badges and Credentials

MEMORANDUM

Pay Voucher for Personal Services

Send this Voucher to Division  
of Accounts, Department of  
Justice, Washington, D. C.,  
for settlement.

Voucher No. \_\_\_\_\_

APPROPRIATION: \_\_\_\_\_  
(Leave this line blank)

Symbol \_\_\_\_\_

THE UNITED STATES (FOR DEPARTMENT OF JUSTICE)

To \_\_\_\_\_, Dr.

(Name of payee)

Address: \_\_\_\_\_

Division of Accounts No. \_\_\_\_\_

(To which checks should be made)

CLASS SYMBOL	PERIOD OF SERV- ICE	RATE PER DAY	AMOUNT		Payee's Signature and Date
			Dollars	Cts.	
	Days				
For SERVICES rendered as _____					
from _____, 192 , to _____, 192 , inclusive.					
On account of _____ (State cause or nature of business)					
REMARKS: _____					
_____					
_____					
_____					
_____					
_____					
TOTAL			\$		

Rate of payment, \_\_\_\_\_

aid in cash, \$ \_\_\_\_\_

aid by check, \$ \_\_\_\_\_

check No. \_\_\_\_\_

favor of payee named above \_\_\_\_\_

Account submitted for \_\_\_\_\_ \$ \_\_\_\_\_

Differences as follows: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

APPROVED FOR \_\_\_\_\_ \$ \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

aid by Disbursing Clerk, Department of Justice, with Check No. \_\_\_\_\_ dated \_\_\_\_\_

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

October 7, 1930.

MEMORANDUM FOR THE DIRECTOR.

I beg to refer to your recent request for information as to why the order directing Special Accountant J. S. Bryan to report at the Training School on October 6, was dispatched from the Bureau.

The records indicate that at the time of the transmission of the order for Accountant Bryan's appearance, it was not known that he was submitting his resignation. However, information to this effect was received on the same day that the letter went out from the Bureau. The error occurred in not canceling the instructions to have him report for training and the responsibility for failing to do this is chargeable to the writer.

I have discussed this matter with Mr. Egan, with whom I conferred frequently in connection with the preparation of orders regarding the Training School and he feels that both of us are at fault in not properly following out the matter.

Respectfully,

Clyde A. Tolson.

OCT 11

67-9524-121

OCT 8 1930

JUL 1930

October 2, 1930.

HONORABLE BEN F. W. GARDNER.

I today requested that Mr. Clyde A. Tolson's name be included in those officials of the Bureau to whom invitations for official functions at the White House would be sent. I have been informally advised that Mr. Tolson has ruled that it is not proper to include Mr. Tolson's name because of the fact that he is not from the field appropriation. Frankly I do not see how this has to do with the selection of the persons to whom these invitations should be sent. Mr. Nathan and Mr. Tolson are the two Assistant Directors of the Bureau of Investigation. Mr. Tolson was appointed to this position on the first of September, 1930, and notwithstanding that his salary is paid from the field appropriation of the Bureau of Investigation, it is my opinion that he should be included with the names of the other officials of the Department whose names are placed upon the list for the White House invitations.

I, therefore, again request, that Mr. Tolson's name be included in the list.

Very truly yours,

Director.

67-9524-120

U. S. Department of Justice  
Bureau of Investigation  
Washington, D. C.

September 30, 1930

MEMORANDUM FOR THE DIRECTOR.

Reference is made to your recent memorandum relative to the errors which were found to exist in the Bureau's statistics for the fiscal year 1930, and in the bankruptcy statistics for previous years.

A careful check of the figures used in the annual report for the fiscal year 1930 has been made by Accountant Jackson, under the supervision of Inspector Egan, and he has found the minor errors existed in the statistics covering probationary sentences, fines, and fugitives. The errors in the first two instances occurred in the addition of the monthly recapitulation sheets, and an error of one fugitive in the total located during the year was not properly recorded.

On July 2, 1930, you addressed a memorandum to the undersigned, stating that it was your desire that the figures and statistics appearing in the annual report be very carefully checked by the writer, with the assistance of Inspectors Keith, and Egan. Copies of this memorandum were forwarded to the two Inspectors. The annual report was prepared and approved in its entirety by all Division Heads and Supervisors, with the exception of Mr. Harvey, and by Inspectors Keith and Egan. So far as I know, none of the Division Heads, Inspectors, or Supervisors, checked these statistics, but accepted the figures prepared in Division Seven. To completely check the statistics recorded in the annual report would take considerable time. Mr. Egan believes that it would take one person from three weeks to a month to thoroughly check these figures. It would appear, therefore, that the responsibility for the errors appearing in the 1930 annual report devolves upon the writer, and that Inspector Keith and Mr. Egan were at fault in failing to carry out the instructions contained in your memorandum, to the effect that the figures should be very carefully checked.

→ In order to obviate the possibility of errors appearing in Bureau statistics in the future, I am submitting herewith a memorandum addressed to Division Seven, instructing that the monthly compilation of statistics prepared from the abstract slips be minutely checked by a Bureau Accountant, and that the recapitulation sheets at the end of six months and yearly periods be also checked by an Accountant.